

DELAWARE JUDICIARY
SUPERIOR COURT OF DELAWARE

Casual/Seasonal Position

Posting #SC0822N16

Casual/Seasonal – Administrative Specialist III

Opening Date: 8/22/16

Closing Date: 8/31/16

Vacancy exists

Salary: \$16.00-18.85 hour (Based on experience)

Recruiting For: Superior Court of Delaware

Location: New Castle County Courthouse – City of Wilmington

Summary Statement:

This position is responsible for providing administrative support to the Court Administrator for Superior Court.

Nature and Scope:

The incumbent will report to Superior Court's Court Administrator. This position involves creating word processing documents typically using a standardized software package such as Word; creating and maintaining databases typically using a standardized software package such as Access; creating and maintaining spreadsheets typically using a standardized software package such as Excel; creating original presentations typically using a standardized software package such as Power Point. Creating and producing these support documents requires applying advanced technology skills.

Essential Functions:

- Applies agency laws, rules, regulations, policies and procedures in maintaining and processing agency information.
- Creates official agency word processing documents; creates and maintains agency databases typically using Access or similar software packages; creates and maintains spreadsheets; creates original presentations using software packages.
- Serves as a liaison with the public, clients, agency staff and others to exchange information and explain agency services, laws, rules, regulations, policies and procedures.
- Establishes tracking and monitoring systems and conducts follow up to ensure effective resolution of matters.
- Obtains, organizes and drafts technical and administrative material necessary for public information or departmental use. Collects and compiles data to prepare reports and provide supporting documentation.
- Analyzes routine operating practices and procedures and makes recommendations to ensure smooth and efficient office operation.
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.
- Answers phones, schedules staff meetings, prepares minutes, and supports Court Admin. Office staff as needed.

Minimum Qualifications:

1. 1 year experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. 1 year experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. 1 year experience in using standard computer software programs for word processing, spreadsheets or databases.
4. 1 year experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Preferential Qualification: Preference will be given to applicants with an Associate or Bachelor level degree.

CONDITIONS OF EMPLOYMENT:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

SUBMITTING YOUR APPLICATION: Visit the website at <http://courts.delaware.gov/career/> Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an email attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us (preferred method)
2. Fax your application to (302)255-2350, Attention: Human Resources
3. Mail your application to:

Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801

ATTACHMENTS TO APPLICATIONS:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

ACCOMMODATIONS:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302)739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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